

**MSU EXTENSION STAFF & VOLUNTEER AGREEMENT
AND CODE OF CONDUCT FORM
MACOMB COUNTY**

Name _____

Address _____ City _____ State _____ Zip _____

Telephone (_____) _____ (_____) _____
Daytime Evening

MSU EXTENSION STAFF AGREE TO:

- Provide the volunteer with appropriate policies and procedures.
- Provide orientation about volunteer roles and the organization.
- Set educational tone and direction in conjunction with the appropriate MSU Extension committees.
- Offer volunteer training.
- Provide job descriptions.
- Provide assistance, program support and encouragement.
- Give recognition for time and energy devoted to MSU Extension.
- Implement ongoing affirmative action policies and assist volunteers in doing the same.

VOLUNTEER AGREES TO:

- Meet leadership requirements and enroll as a volunteer.
- Follow the policies, philosophy and procedures defined by staff and the appropriate Michigan State University Extension committees.
- Fulfill outlined job requirements without expectation of monetary compensation.
- Be supportive of the MSU Extension program and its activities at all levels.
- Abide by the MSU Extension Volunteer Code of Conduct.
- Affirm that the MSU Extension program actively seeks members from every race, ethnic, religious and socioeconomic group.
- Supply MSU Extension office with all information about changes in the group or club, including membership, as they occur.

CODE OF CONDUCT

The Michigan State University Extension program prides itself on providing quality educational programs. The primary purpose of this Code of Conduct is to ensure the safety and well-being of all participants. MSU Extension volunteers will:

- Accept your responsibility to represent Macomb County and MSU Extension programs with dignity and pride by being positive role models.
- Conduct yourself in a courteous and respectful manner, exhibit good sportsmanship and provide positive role models for youth.
- Respect, adhere to and enforce the rules, policies and guidelines established by Macomb County and MSU Extension programs.
- Abstain from and not tolerate physical or verbal abuse.
- Comply with equal opportunity and anti-discrimination laws.
- Avoid criminal activities.
- Under no circumstances possess, sell or consume alcohol or possess, sell or use controlled substances at an MSU Extension youth activity or event.
- Under no circumstances attend or participate in an MSU Extension youth activity or event under the influence of alcohol and/or controlled substances.
- Accept the responsibility to promote and support MSU Extension to develop an effective county, state and national program.
- Operate machinery, vehicles and other equipment in a responsible manner.

It is important that all Michigan State University Extension volunteers comply with the Code of Conduct. Failure to comply with any component of the code or participation in other inappropriate conduct as determined by MSU Extension representatives may lead to dismissal as a volunteer from the MSU Extension program.

- I have reviewed the agreement and am willing to serve in this capacity until either party cancels this agreement. If I'm unable to continue as an MSU Extension volunteer, I will notify Extension staff at least one month in advance.
- I have read the **MACOMB COUNTY VOLUNTEER CODE OF CONDUCT** above and agree to comply with it.

Signed: _____
Volunteer Signature

Date: _____

Staff: _____



Michigan State University Extension programs & materials are open to all without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital status or family status. Michigan State University, U.S. Department of Agriculture and Macomb County Board of Commissioners cooperating. MSU is an affirmative action/equal opportunity employer.